



Department of Energy
Washington, DC 20585

May 9, 2007

TO: PROGRAM RECORDS OFFICIALS
RECORDS MANAGEMENT FIELD OFFICERS

FROM: LORRETTA D. BRYANT *Lorretta D. Bryant*
ACTING DIRECTOR, RECORDS MANAGEMENT DIVISION
OFFICE OF INFORMATION TECHNOLOGY PLANNING,
ARCHITECTURE AND E-GOVERNMENT

SUBJECT: NUMBERED MEMORANDUM RM 07-14, CHARGE CODES AND
NARA INVOICES FOR THE STORAGE AND HANDLING OF DOE
RECORDS

Each DOE office, field site, and laboratory has been assigned a two-digit code that is to be used when submitting or requesting records from the Federal Records Centers (FRC). This code should be placed on all SF-135s as the first entry in block "f", "Series Description," and should be preceded by a "^" (e.g., ^IM). Codes are used by NARA to appropriately identify each organization to be charged for activity and storage fees on records. An updated, verified list of the codes used by NARA to identify the Offices is attached to this memorandum.

NARA invoices are based on the volume of records stored in the FRCs as well as additional handling fees and fees for services associated with these records. Detailed listings of records assigned to your charge code will be sent to you for your review shortly. When you receive the listings, please review them carefully since your charges will be based on the volume of records contained in the listings.

The invoices we receive from NARA are posted on the DOE Records Management Web Page at <http://cio.energy.gov/records-management/430.htm>. These will be kept up to date as they are received. Providing this information on the web is intended to assist you in resolving questions on specific charges. A summary of the charges for the year is also available on the web page.

If there are additional changes that need to be made to the charge code list, please provide the information to my office. If you have questions or suggestions on how to improve the invoicing process, please contact Susie Jones at 301-903-0593 (Roxzanne.jones@hq.doe.gov)

Attachment

cc: Record Liaison Officers

